



Checklist and risk assessment form

Checklist for planning to reopen a property owned by Girlguiding with Covid-19 considerations

If you manage a freehold or leasehold property, going through this checklist will help you reopen safely.

You need to:

- Complete this checklist
- Check official advice for your local area before planning to reopen and completing the risk assessment
- Complete the risk assessment template and update regularly as requirements change
- Share both documents with other staff, volunteers and hirers

You do not need to have your risk assessment signed off by anyone else, it is the responsibility of the property management committee.

Task	Done
<p>Check up-to-date local government guidance on Covid-19 safety measures and restrictions. Make sure it is safe for you to reopen. Within your team, check that you can carry out the checklist and risk assessment. If this is not possible, then do not reopen your building.</p>	
<p>Contact the property's buildings and contents insurers, let them know that you plan to reopen, and when, and find out if they have any requirements. See also</p>	
<p>Insurance issues for property managers Carry out a Covid-19 risk assessment, involving any employees or committee members, if you have them. Our risk assessment template is pre-filled with some suggestions and will help you make sure all areas are covered.</p>	
Cleaning	
<p>Organise extra cleaning before you reopen. Consider arrangements for moving, storing and cleaning equipment. The property needs thorough cleaning before it reopens, and you'll need to plan the future cleaning arrangements. Ordinary household products can be used, PPE should be worn and hands washed thoroughly.</p>	
<p>Discuss with your caretaker/cleaner/contractor any changes in work patterns needed to make sure the space meets the Covid-19 Secure guidelines. HSE provides a leaflet of things to discuss with an employee. Agree any changes in writing with cleaners/employees.</p>	
<p>Ensure the caretaker/cleaner has appropriate PPE. Ordinary overalls and plastic gloves are usually sufficient. The overalls should be taken off when leaving and washed. A set of disposable PPE is also needed in case decontamination is required. Hirers should use their own equipment, but an employee should be provided with the necessary equipment.</p>	
Property maintenance	
<p>Flush through the water system, five minutes for each tap or shower head, to remove any risk of legionella or other bacterial build up and ensure U bends are full. Keep clear of spray (place showerheads in a container of water while flushing to avoid spray) and wipe up afterwards with household disinfectant. Check hot water system is set at a minimum 50C.</p>	
<p>Carry out the routine health and safety risk assessment of the whole premises. Check the electrical inspection (required every 5 years) and PAT testing are up to date and visually check leads. Ensure any fridge or freezer is working at correct temperature, and check the heating and hot water system are working. Check internet is working. Cut grass. Inspect trees on the property. Check perimeter fencing and security. Identify and address anything that needs attention, for example, replace broken light bulbs and remove trip hazards. See also</p>	
<p>Check first aid kit if on site, ensure all equipment is included and in date. Be prepared: health and safety</p>	
<p>Ensure the Fire Safety Risk Assessment and routine fire safety checks are up to date. For example, fire exit doors are clear, not sticking, fire extinguishers have been serviced, emergency lighting system and any alarm system are working. If you have automatic fire response, notify your provider of the date that the building will be re-opened. See also</p>	
<p>Fire Risk Assessment pdf Ensure that the gas or heating oil/LPG supplies are turned back on and tested as appropriate. See also</p>	

[Be prepared: health and safety](#)

Preparing the property	
Provide hand washing and drying facilities: Hand sanitiser needs to be provided at entrance and exit routes. Tissues, soap, toilet rolls, paper towels or hand driers and cleaning products, including disposable cloths or paper roll, should be provided.	
Consider 'Engaged/Vacant' signage at the entrance to toilets to limit the number of people in these areas at any one time. Think about similar signage if you have other "pinch points". Clean any signs if they are regularly touched.	
Provide signage: Display at the entrances a notice showing you comply with Covid-19 Secure guidelines and a sign saying people must not enter if they have symptoms.	
The PHE posters encouraging frequent, good handwashing techniques and hygiene 'Catch It, Bin It, Kill It' available on the HSE and PHE websites should be displayed.	
Think about social distancing arrangements in corridors and at the entrance and exits. Consider using tape to mark out a 2m distance outside and inside the entrance, and outside fire exits, to encourage people to wait their turn to enter and exit the property.	
Prepare Covid-19 hire conditions and instruct booking secretary as to any changes in the property's hire policy during re-opening. This could include information on which bookings can be accepted, any changes to charges, and to provide hirers with a copy of the Covid-19 Secure poster. Allow appropriate time between bookings for cleaning. This might mean taking less bookings than usual. See also Hiring out your hall	
Identify designated space for someone with suspected Covid-19.	
Consider marketing and communications. Put your updated information on your website, including special conditions of hire. Advertise availability as appropriate. Ensure any answerphone message is up to date.	
Review your budget forecast for 2020-21.	
Working with hirers	
Share all information above with anyone planning to use the building or site, run through the checklist and make sure they know about any changes to the building and the steps you've taken to ensure safe maintenance.	
For a one off or casual hire, a specific risk assessment should be completed by the management committee and the hirer.	
Long term hirers and third party contractors must complete risk assessments for their activity and have given you a copy for review and approval.	
Make sure hirers understand their role in cleaning and disposing of waste and laundry in a secure way after use. And they understand the expectations of how they should use the property safely.	
Tell hirers to collect contact details of all those who enter the building, so if needed, contact tracing can be done.	

Risk assessment: Property

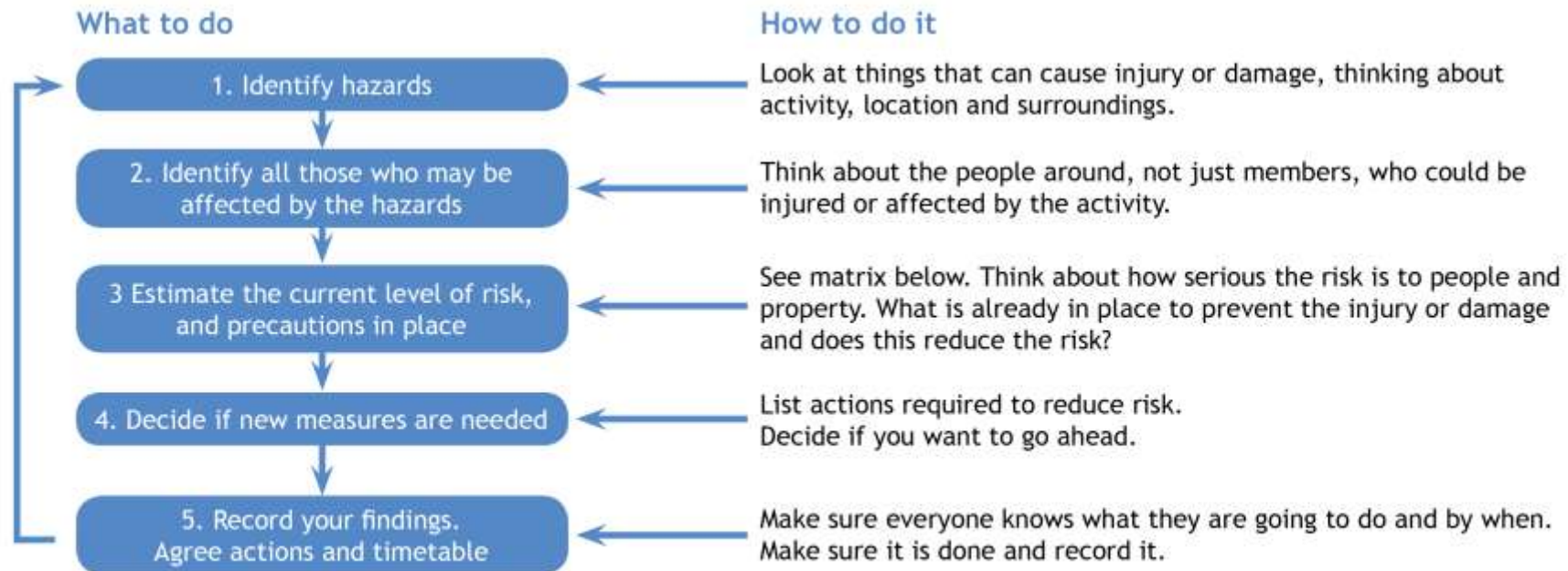
Including coronavirus considerations

Using this template, you should risk assess activities related to using a Girlguiding property (building or site) in line with Girlguiding' Risk Assessment Policy. Using the information on the website and this cover page, you should be able to identify effective risk management strategies and tasks to ensure that activities run safely and effectively.

For more information or support with risk assessments, please speak to your local commissioner.

- **Hazards** are anything that has the potential to cause harm (e.g. cars, trip hazards, exposed electrical wires, theft, etc.).
- **Risk** is the likelihood of something happening, combined with the severity of the harm that could be caused by one or more hazards

Risk management is a dynamic cycle that needs to be repeated in order to effectively manage risk. The frequency of reassessment will depend on activity, and new risks could occur that have not previously been assessed. In this instance, a dynamic risk assessment is required.



Severity Likelihood	Slight harm (Superficial injuries, minor cuts and bruises)	Harmful (Minor fractures, ill health leading to minor disability)	Extremely harmful (Multiple injuries, major fractures, fatalities)
Unlikely (Rarely happens)	Low risk	Low risk	Medium risk
Likely (Often happens)	Low risk	Medium risk	High risk
Very likely (Nearly always happens)	Medium risk	High risk	High risk

Property information:

Name of property/site: Macqueen House , High Street TWYWELL NN14 3AH	Date risk assesment completed: 17.6.2021
Decision: once all the actions are carried out can you eliminate or safely manage the risk of harm to ensure you can safely go ahead with reopening the property (i.e. have degree of challenge, harm and risk whilst being confident the control measures in place will keep girls safe)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Risk assessment completed by: Linda Marriott & Kathy Hobbs on behalf of Macqueen House Committee	
Has the risk assessment been shared with all relevant committee members, staff and volunteers who will be responsible for ensuring safe practice?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Risk assessment due for review (review in line with government guidelines and local restrictions):	Date: 17 th July 2021

Hazards What could cause harm or damage?	Who or what is at risk of being affected and how?	What are you already doing? How have you reduced the risk already?	Likelihood of risk occurring (L/M/H)	Severity of risk (L/M/H)	Are further controls necessary? What else needs to happen to reduce the risk to an acceptable level?	Action by: name/date
Long term closure means that systems may not have been working for an extended period. This could mean that statutory compliance has not been maintained.	All users - may become ill or be put at greater risk because systems are not working correctly.	<p>Make sure that all systems are re-commissioned before any meetings take place.</p> <p>This must include checks for fire and water systems and gas safety. Checks should also be performed on heating and ventilation systems and emergency lighting.</p> <p>Perform deep clean prior to opening.</p> <p>Complete checklist for reopening.</p>	Medium	High	Consider employing specialists to carry out checks if not confident to do yourselves. Follow checklist to ensure that all relevant tests are carried out.	Kathy Hobbs Linda Marriott Oversee All Deep Cleaning Done Professional 14-16.6.21 Checklist done 17.6.21
Coronavirus infection risks below are in consideration of this risk and reducing it to an acceptable level.	All people using the facility from spread of virus through close contact.		Low	High		
Staff, volunteers, contractors and users.	All could be at risk of exposure to virus through their roles, likely to include those carrying out cleaning, caretaking or maintenance.	Discuss the situation with staff/volunteers in high risk groups to identify whether provision of protective clothing and cleaning surfaces is sufficient to mitigate their risks, or whether they should cease such work or volunteering for the time being.	Low	High	<p>Request RA and procedure for Covid-19 from contractors and users and review them.</p> <p>Staff training/ regular briefing of users.</p> <p>PPE provision for staff/volunteers.</p> <p>Cleaning regimes, all contact surfaces to be regularly cleaned.</p> <p>Doors on automatic release to keep open on regular walk ways. Fire evacuation procedure to be updated if you have doors open to ensure doors closed when not in use.</p>	Discussed & agreed 17.6.21

Hazards What could cause harm or damage?	Who or what is at risk of being affected and how?	What are you already doing? How have you reduced the risk already?	Likelihood of risk occurring (L/M/H)	Severity of risk (L/M/H)	Are further controls necessary? What else needs to happen to reduce the risk to an acceptable level?	Action by: name/date
All areas.	Potential for cross contamination and passing infection, between users.	Set out a procedure on what cleaning is required and how regularly this should be done for each hirer, include door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by property cleaning staff.	Low	High	Detail chemical to be used for cleaning. Something with a bleach product - COSHH risk assessment required on product (assessment of working with hazardous materials).	Products in Property for cleaning 17.6.21
Entrance halls/lobby, in corridors.	Capacity for social distancing is reduced thereby increasing the risk to all users.	Check the number of users meeting at the venue at the same time. Work with hirers to plan the numbers that can be accommodated. Provide hand sanitiser at all entrances. Put a one-way system in place if necessary - use one door for entrance and one for exit. Provide signage.			Reorganise booking times or change days and time in order to maximise capacity for all users and allow for cleaning in between. Hand sanitiser needs to be checked daily. Provide more bins, in entrance hall, each meeting room. Empty regularly.	Hirers given Guidance Notice before Hire date Sanitisers provided In house & Hirers to provide as well Signage In situ

Hazards What could cause harm or damage?	Who or what is at risk of being affected and how?	What are you already doing? How have you reduced the risk already?	Likelihood of risk occurring (L/M/H)	Severity of risk (L/M/H)	Are further controls necessary? What else needs to happen to reduce the risk to an acceptable level?	Action by: name/date
Car parks/paths/patios/ exterior areas.	Start and end of meetings creates risk of breaching social distancing guidelines for property users and those dropping off or picking up users.	Have a drop off and pick up process that is communicated to all users in advance. Mark out two metre waiting area outside all potential entrances with tape to encourage care when queuing to enter. If space does not allow this state that masks must be worn. Keep all external areas clear of contaminated rubbish.	Low	Low	Encourage those picking up and dropping off from cars to remain in their cars. Suggest to hirers that they limit drop off and pick up to one parent/carer/adult. Consider staggered start and finish times for bookings. Make sure that there is a 15 minute gap between hirers to ensure there can be no cross over between groups.	Each User provides own Risk Assessments for group
Main hall/meeting space.	Capacity for social distancing is reduced thereby increasing the risk to all users.	Set a limit on numbers attending - check relevant government guidance for your local area. Remove unnecessary items from the hall/space. Social distance guidance to be observed by hirers in arranging their activities. Remove soft furnishings and things that are hard to clean from venue.	Low	Med		House Guidance Notes gives details. 17.6.21
Small meeting rooms and offices.	Capacity for social distancing is reduced thereby increasing the risk to all users.	Don't use these rooms if social distancing cannot be observed. If use is required make sure that masks are worn if social distancing cannot be observed. Have a one in one out system.	Low	Med		House Guidance Notes gives details & Own Group Risk assessments

Hazards What could cause harm or damage?	Who or what is at risk of being affected and how?	What are you already doing? How have you reduced the risk already?	Likelihood of risk occurring (L/M/H)	Severity of risk (L/M/H)	Are further controls necessary? What else needs to happen to reduce the risk to an acceptable level?	Action by: name/date
Kitchen.	Capacity for social distancing is reduced thereby increasing the risk to all users.	<p>Ask hirers to control the numbers using the kitchen area so as to ensure social distancing.</p> <p>Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</p> <p>Hirers to bring own tea towels.</p> <p>Hand sanitiser to be provided.</p> <p>Hirers to be encouraged to bring their own food and drink.</p>	Low	High	<p>Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary.</p> <p>Consider closing kitchen if not required or restricting access.</p> <p>Disposable crockery (paper plates) and plastic/wood cutlery.</p>	<p>Cleaning Materials Provided</p> <p>17.6.21</p>
Use of shared resources.	Leads to risk of increased transmission.	<p>Do not allow different user groups to use the same resources unless you can make sure that there is a clear protocol in place for cleaning and quarantining resources before using them again.</p> <p>Consider types of activities that are appropriate and inform users of cleaning arrangements for resources ahead of use so that they can include in their risk assessment.</p> <p>Ensure thorough cleaning between different groups if areas and resources are shared.</p>	Low	High	Ask users to bring their own equipment.	

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Toilets.	Social distancing difficult.	Hirer to control access to toilets with particular attention to more vulnerable users. Hirer to clean all surfaces etc (basins, baby changing and other surfaces, toilet pans/seats) after use.	Low	Med	Ensure soap, paper towels, tissues and toilet paper are regularly replenished and hirer knows where to access for re-stocking if needed.	Some are Provided in House but Hirers are informed to bring own supply
Poor respiratory or handwashing hygiene on the part of meeting attendees.	Risk of increased transmission.	Ensure clear signage that reinforces cleaning and hygiene routine in line with Covid-19 Secure guidelines: Minimise contact with individuals who are unwell. Clean your hands often. Avoid touching mouth, eyes and nose. Dispose of tissues in a bin. Display catch it, kill it, bin it poster. Ensure regular cleaning of surfaces that are touched frequently. Maintain social distance where possible. Make sure that where possible windows and doors are unlocked for users to open them during a meeting (remember to remind users not to prop open fire doors and be mindful of safeguarding considerations).	Low	High	Display relevant posters.	Posters in House 17.6.21

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Someone becomes ill during the course of a meeting.		Set up a designated safe area that should be used if someone becomes ill. Have a clear guidance on who users should inform and what they should do. Make sure that appropriate and relevant cleaning arrangements can be implemented.	Low	High	Have a supply of PPE in on site first aid kit.	Users bring own First Aid but there is an in-house kit for emergency. 17.6.21
Property users do not adhere to guidelines.		Share the property risk assessment with the hirers in advance. Make sure that an appropriate risk assessment for the group/activity that is meeting at the venue has been completed. Long term hirers and third party contractors must share these with you. Make sure relevant information about contact tracing procedures has been included and that no one attends if they show any signs of being unwell.	Low	Low	Put in place any Covid-19 secure conditions that can be added to usual and one off hire agreements - this could include clear instructions about cleaning responsibilities, maintaining social distancing, maximum attendance numbers, disposal of rubbish and appropriate activities. Carry out a risk assessment with one off or casual hirers.	Instructions for use of equipment see notices in House etc Requirement to see Hirers Risk Assessment before Hire Guidance Notes given to Hirers includes Contact Tracing 17.6.21

